

Environmental Standard Operating Procedures (ESOP)

**TITLE: ESOP 14.1 | PESTICIDE MANAGEMENT AND USE OF READY-TO-USE ROUNDUP
(GLYPHOSATE) THROUGH SELF-HELP PROGRAM**

PURPOSE: This Environmental Standard Operating Procedure (ESOP) establishes the responsibilities and procedures for Integrated Pesticide Management (IPM). The purpose of IPM is to: prevent pest damage to equipment and resources used; support the operational mission of the activities and tenant commands; protect government real property, material and aesthetics; and reduce the use of pesticides. IPM is focused on the control of pests through safe, environmentally sound, and cost-effective pest management. IPM uses chemical and non-chemical control methods, education, application by need, spot-treatment, individual responsibilities including maximum sanitation, and other prevention methods. In addition, this ESOP provides environmental guidelines for the use of Ready-To-Use (RTU) RoundUp (glyphosate) through the Base's Self-Help Program to ensure that the herbicide is used safely and with environmental responsibility. **This ESOP must be placed in the unit's Environmental Hazardous Waste/Hazardous Material Operations (EHW/HM Ops) Binder.**

APPLICABILITY: This ESOP applies to all organizations organic to or tenanted aboard MCIEAST - MCB CAMLEJ, Marine Corps Air Station New River (MCASNR), and those in transit or otherwise temporarily resident because of training or mobilization. This procedure covers all pest management and pesticide related activities including in-house, contract, and credit card purchased operations conducted by civilian personnel, military personnel, and commercial contractors operating on Marine Corps Installations East - Marine Corps Base Camp Lejeune (MCIEAST - MCB CAMLEJ).

RESPONSIBILITY: All organizations and personnel: involved in the use, distribution, management, application, or control of pesticides; or requesting the use of RTU RoundUp (glyphosate) through the Self-Help Program.

PROCEDURE:

1. General Pesticide Management Procedures:

a. Only Department of Defense (DoD) approved pesticides shall be used aboard MCIEAST - MCB CAMLEJ.

b. All pesticides must be on the approved list managed by the Pesticide Management Coordinator (PMC). The list of approved pesticides can be found at https://www.lejeune.marines.mil/Portals/27/Documents/EMD/HW-MM/APPROVED_PESTandHERB.pdf.

c. Pesticides kept on the installation must be procured and stored in accordance with federal regulations and this ESOP.

d. All containers used to store or transport a pesticide must have the original or copy of the original product label attached and must identify the person responsible for the container.

e. Pesticide applicators and vehicle operators must carry pesticide spill kits and properly secure application equipment when not in use.

f. All personnel that apply or supervise the application of pesticides must be trained and certified. Refer to the training section of this ESOP.

g. Applications must be performed in a manner that ensures safety and protection of the environment.

h. Equipment must be cleaned to prevent health and environmental hazards due to chemical residues. Rinsate should be prevented from entering storm drains and water bodies.

i. Installation Commands will turn in empty, expired, or unused pesticides to Environmental Management Division (EMD)/Resource Conservation and Recovery Section (RCRS) during their Curbside Service appointment in accordance with MCIEAST - MCB CAMLEJ Order (MCIEAST-MCB CAMLEJO) 5090.9. Contractors should consult their contract for proper management of pesticide containers.

j. Service requests for pest control shall be made by unit or organizational facility manager to the Work Reception Office, Public Works Division (PWD)/Operations Section. Work tickets will be issued and reviewed by the PMC who will determine appropriate actions.

k. All usage shall be reported to the Naval Facilities Engineering Command (NAVFAC) using the PMC approved/provided online reporting system at <https://noprs.pestlogics.com> to provide a summary printout or electronic copy of the data. The regional NAVFAC Applied Biology Center should be contacted to obtain a password and instructions to use the system. The report shall include individual daily records of all pesticide or herbicide use. Exclusions to this requirement are:

i. Application of pesticides by military housing residents.

ii. Personal use of insect repellants.

iii. Application by pet owners or veterinary services for flea and tick control.

l. Application of repellants by deployable units during a mass treatment of clothing or tenting must be supervised by certified or trained medical personnel. Usage records must be submitted as outlined in 1.k., above.

m. Any approved mixing shall be conducted at outdoor mixing sites on concrete pads or inside building mixing rooms at NH114 or building 490.

n. Applications must be conducted in accordance with federal and state requirements and timed to ensure contact with, and maximal kill of, target pests. In addition, applications must not be conducted under adverse weather conditions that could cause drift outside target areas.

o. National Environmental Policy Act (NEPA) requirements for pesticide

application. Use of pesticides on the Authorized Pesticide List is covered under a programmatic categorical exclusion (CATEX). This CATEX covers the cantonment areas as identified in the Master Plan and as follows:

- i. Wallace Creek
- ii. Hadnot Point
- iii. French Creek
- iv. Camp Johnson
- v. Stone Bay
- vi. Marine Corps Forces Special Operations Command (MARSOC)
- vii. Courthouse Bay
- viii. Camp Geiger
- ix. MCASNR
- x. Camp Devil Dog

xi. Limited areas outside the cantonment areas including limited training areas, range-related structures, and pump houses.

Any applications outside of the areas listed above require a Request for Environmental Impact Review (REIR). Please see MCIEAST-MCB CAMLEJO 5090.12 4 titled "Environmental Impact Review Procedures" for additional information. MCIEAST - MCB CAMLEJO 5090.12 can be found at <https://www.lejeune.marines.mil/Offices-Staff/Environmental-Mgmt/EMD-Approved-Forms/>

2. Pollution Prevention Procedures:

a. In selecting pesticides, trained and certified individuals shall:

- i. Determine the need for pesticide (is a chemical really needed?);
- ii. Choose the lowest toxicity formula (that will still be effective) with minimal environmental impacts; and
- iii. Implement long-term, best management, and sustainable solutions.

b. The following pollution prevention practices shall be followed:

- i. Refer to the Integrated Pest Management Plan (IPMP) for Integrated Pest Management Sheets that provide guidance for controlling common pests. Use these sheets as the basis for pest management techniques, suggested action thresholds and suggested products.

ii. Use the least toxic pesticides like boric acid or fipronil baits where possible.

iii. Spot spray or apply pesticides in cracks and crevices rather than broadcast or wide-area application.

iv. Target nests and reproductive stages with baits.

v. Use traps rather than rodenticides.

vi. Use mechanical or physical removal of weeds.

vii. Manage inventory quantities to minimize amounts of pesticides purchased, obtained, or stored.

3. Self-Help Procedures for RTU RoundUp (glyphosate):

a. Issuance of RTU RoundUp (glyphosate)

i. Units or Shops ARE NOT AUTHORIZED to use RTU RoundUp (glyphosate) without approval, training, and issuance from the Self-Help Program, PWD as described below.

ii. RTU RoundUp (glyphosate) is an approved item on the MCIEAST - MCB CAMLEJ Authorized Material List (AML) for issuance by the Self-Help Program ONLY. The Self-Help Supervisor or designee will issue RTU Round-Up to units and shops following the procedures below.

iii. All empty containers or unused portions shall be returned to Self-Help at the end of the day for storage.

b. Requests for Use and Operational Controls

i. Unit and Shops will make a request to the Work Reception Office, PWD/Operations Section for a work ticket to apply RTU RoundUp (glyphosate) for small-scale weed control through the MCIEAST - MCB CAMLEJ Self-Help Program.

ii. The Self-Help Supervisor will approve or disapprove the request.

iii. Upon approval, those personnel requesting the use of RTU RoundUp (glyphosate) will be provided training or training material by the Self-Help Supervisor or designee. Upon completion of the training, an open-book test will be required.

iv. Once the test has been passed, personnel will be required to sign an Acknowledgement of Training indicating that they have had Occupational Safety and Health Administration (OSHA) Hazard Communication (HAZCOM) training, received the training for RoundUp (glyphosate) application, and have the Personal Protective Equipment (PPE) to conduct the job. The Self-Help Supervisor or designee then issues the RTU RoundUp (glyphosate) and its accompanying Safety Data Sheet (SDS).

v. Personnel must return the unused portion or empty container to Self-Help by 1500 or as required the same day as issue. The Self-Help Supervisor or designee will annotate the amounts utilized for that specific job and where it was applied on the REPORT OF GLYPHOSPHATE HERBICIDE APPLICATIONS form. On a monthly basis, these forms will be provided to the Pesticide Program Manager along with the signed acknowledgement forms from those personnel utilizing the RoundUp (glyphosate).

c. Storage Requirements by Self-Help

i. All empty containers or unused portions shall be returned to Self-Help at the end of the day for storage. The following storage requirements for RTU RoundUp (glyphosate) must be followed by Self-Help personnel:

1. Product shall be stored in a contained and secured area.
2. Access to the secured area shall be restricted to specific personnel.
3. Only the RTU product will be available in order to avoid mixing and formulation requirements.
4. Containers will be U.S. Environmental Protection Agency (EPA) compliant, manufacturer original, and will not be re-used.

4. Spill Reporting and Response Requirements:

a. All units are required to have a Unit Level Contingency Plan (ULCP) per Marine Corps Installations East - Marine Corps Base Camp Lejeune Order (MCIEAST-MCB CAMLEJO) 5090.4a. Ensure the ULCP contains policies and procedures for the control and prevention of oil and hazardous material spills. The ULCP must be posted prominently.

b. Any releases or spills that occur in and around the area of responsibility must be reported immediately to the Base Fire and Emergency Services Division (FESD) by dialing 911. A Spill Report, Form MCIEAST-MCB CAMLEJ/G-F/EMD/5090.91/18, must be completed and forwarded to the command Environmental Compliance Officer (ECO) via the unit ECC or Assistant Environmental Compliance Coordinator (AECC). A copy of the completed Spill Report must also be maintained in the unit EHW/HM Ops Binder. Forms can be obtained by the command ECO or unit ECC and may also be downloaded at <https://www.lejeune.marines.mil/Portals/27/Documents/EMD/HW-MM/UNIT%20LEVEL%20SPILL%20FORM.pdf>.

c. Units must stock appropriate amounts of spill containment and control equipment onsite for use in the event of a spill.

d. Signs are to be posted in the vicinity of the used oil, off spec fuel, used antifreeze, hazardous material, or pollution abatement facilities that will indicate the following information:

**IN CASE OF AN OIL OR HAZARDOUS MATERIALS SPILL
CALL FIRE and EMERGENCY SERVICES DIVISION AT 911
NOTIFY YOUR COMMANDER/SUPERVISOR IMMEDIATELY**

The sign must have yellow background and black lettering. Information to purchase the signs can be acquired from the cognizant ECC.

TRAINING: Unit personnel shall be trained on all provisions of this ESOP. All training must be requested through unit ECC or AECCs -> ECO-> EMD/Environmental Compliance Branch (ECB)

a. Unit commanders shall ensure that personnel who perform operations such as vehicle maintenance, fueling, or washing are properly trained in the operation and maintenance of pollution abatement facilities. Personnel shall be trained on the environmental impact of oil and HM spills, and prevention of such incidents.

b. EM 101 - Initial Hazardous Material and Hazardous Waste Training - Required for all ECOs, AECOs, ECCs, and AST Operators

c. EM 102 - Refresher Hazardous Material and Hazardous Waste Training - Required annually for all ECOs, AECOs, ECCs, and AST Operators who have received EM 101

d. EM 103 - HM Transportation for Drivers - Required annually for all ECOs, AECOs, ECCs, and AST Operators

e. EM 104 - ECO/ECC Training Class - Required annually for ECOs, AECOs, and ECCs

f. EM 105 - UST and Veeder-Root Training - Required for all Marine Corps Community Services (MCCS) ECOs, AECOs, ECCs, and MCCS UST operators

g. EM 106 - Air Quality Training - Required for all ECOs, AECOs, ECCs, and Air Emission Source Operators

h. EM 107 - AST and Spill Prevention Control and Countermeasures (SPCC) Training - Required for all ECOs, AECOs, ECCs, and AST operators

i. EM 108 - PAF/OWS Training - Required for all ECOs, AECOs, ECCs, PAF, and OWS operators

j. Shop-Level Training Modules - Modules which involve various environmental media topics applicable to shop level personnel.

k. Computer-Based Training (CBT) - Numerous CBTs are provided within the Environmental Learning Management System (eLMS) for military & civilian Marines to utilize to improve their environmental knowledge. These CBTs can be accessed at <https://www.marinenet.usmc.mil/marinenet/Courses/Catalog.aspx>

l. Pest Management Training

i. All installation pest management personnel who apply or supervise the application of pesticides shall be trained and certified

within two years of employment in accordance with the DoD Pest Management Program or an EPA-approved State Certification Plan. Initial certification is provided through a four-week course conducted by a designated agency. A Navy course is conducted at the NAVY Entomology Center of Excellence, Jacksonville, FL. Certification is valid for three years. Pesticide Management Quality Assurance Evaluators (PMQAEs) must be initially trained in pest management and receive recertification training every three years. Professional pest management personnel shall also be certified if their duties require making recommendations for the use of pesticides, conducting demonstrations on proper use or techniques, or conducting field research including supervising or using pesticides. During application of pesticides for structural maintenance, ground maintenance or right-of-way control, applicators must be licensed by the North Carolina Department of Agriculture and Consumer Services. For more information, go to <http://www.ncagr.gov/SPCAP/pesticides/license.htm>.

ii. Personnel working in DoD and commercial food service operations are required to attend food safety training that provides sanitation and hygiene information for prevention of pest infestations. Employees must complete a four-hour course at Naval Medical Center Camp Lejeune (NMCCL) or civilian source. Food service supervisors are required to attend an 18-hour course.

iii. RTU RoundUp (glyphosate) Training Through Self-Help

iv. Personnel shall complete standard HAZCOM training.

v. Personnel shall read the training material "A Self-Help Guide for Applying Ready-To-Use Glyphosate" provided by the Self-Help Supervisor.

vi. Personnel shall successfully complete the open book exam.

m. Training should be documented in the individuals' training record using Form MCIEAST-MCB CAMLEJ/G-F/EMD/5090.9/27. This form can be found at [https://www.lejeune.marines.mil/Portals/27/Documents/EMD/MCIEAST-MCB_CAMLEJ_G-F_EMD_5090.9_27_\(Environmental_Personnel_Training_Record\).pdf](https://www.lejeune.marines.mil/Portals/27/Documents/EMD/MCIEAST-MCB_CAMLEJ_G-F_EMD_5090.9_27_(Environmental_Personnel_Training_Record).pdf).

REFERENCES:

- a. 40 C.F.R Part 152-180
- b. DoDI 4150.07, *DoD Pest Management Program*, Incorporating Change 2, August 31, 2018
- c. OPNAVINST 6250.4c, *Navy Pest Management Programs*
- d. *North Carolina Pesticide Law of 1971*, G.S. 143, Article 52
- e. MCO 5090.2, *Environmental Compliance and Protection Program Vol. 14*
- f. MCIEAST-MCB CAMLEJO 5090.4a, *Environmental Compliance Evaluation Program Aboard MCB CAMLEJ*
- g. MCIEAST-MCB CAMLEJO 5090.9, *Hazardous Material/Waste Management*
- h. BO 5090.12, *Environmental Impact Review Procedures*
- f. MCIEAST - MCB CAMLEJ *Integrated Pest Management Plan (IPMP)*

DEFINITIONS:

- a. Authorized Pesticide List - A list of pesticides maintained by MCIEAST - MCB CAMLEJ indicating approved products for use on areas covered under a programmatic CATEX.
- b. Categorical Exclusion (CATEX) - A class of actions that a Federal agency has determined, after review by the Council of Environmental Quality (CEQ), do not individually or cumulatively have a significant effect on the human environment and for which, therefore, neither an environmental assessment nor an environmental impact statement is normally required.
- c. Glyphosate - A common herbicide used for control of broadleaf plants and grasses.
- d. Integrated Pest Management - Broad term that describes an approach to pest management that minimizes risk to health and the environment by emphasizing low-toxicity methods for the control of pests while discouraging the use of pesticides.
- e. Pesticide Management Quality Assurance Evaluators (PMQAEs) - Employee of the DoD who is certified through DoD provided courses and provides site performance evaluations of contracts involving pest management or the use of pesticides.
- f. Pest Management Coordinator - An individual appointed by an installation commander who coordinates, provides oversight, and implements of the Integrated Pest Management Program.
- g. Ready-To-Use - Term used to refer to low-concentrate product formulations that require no further dilution before application.
- h. RoundUp - Trade name of a popular herbicide product typically containing glyphosate.

Record of Revision

| Revision Number | Date | Summary of Change | Signature |
|------------------------|-------------|-------------------------------|-----------------------------------|
| INITIAL DISTRIBUTION | 010711 | NEW ESOP | <i>P.H. Raper</i> ECB/EMD |
| UPDATE | 010614 | UPDATE FORMATTING AND CONTENT | <i>S.J. Azock</i> ECB/EMD |
| UPDATE | 06282021 | UPDATED | <i>M.C. Taylor</i> ECB/EMD/IPM |

MCIEAST-MCB CAMP LEJEUNE SPILL REPORT

SHADED AREAS ARE FOR RCRS USE ONLY

TITLE/LOCATION

DATE TIME

RESPONSE NAME/UNIT:

SPILL CATEGORY (SELECT ONE) HAZMAT HAZWASTE POL WASTEWATER OTHER

PRODUCT SPILLED

QUANTITY SPILLED

LATITUDE LONGITUDE

HOW WAS SPILL DISCOVERED

SOURCE OF THE SPILL

CAUSE OF THE SPILL

MISSION IMPACT

WERE SAMPLES TAKEN (CHECK ONE) YES NO

ANALYSES REQUESTED / PERFORMED ON SAMPLES

| DID THE SPILL (CHECK ONE) | ENTER A WATERWAY? | REACH WITHIN 100' OF SURFACE WATER? | REACH WITHIN 1500' OF A WATER SUPPLY WELL? | GO OFF BASE? |
|--|--|--|--|--|
| <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO |

HOW WAS THE SPILL CONTAINED?

WHAT DANGERS DID THE SPILL PRESENT?

WHAT WERE THE ENVIRONMENTAL IMPACTS?

WHAT RECOVERY EFFORTS WERE USED?

IF OIL SPILLED, WHAT PERCENT WAS RECOVERED?

HOW WERE RESIDUALS DISPOSED OF?

WEATHER CONDITIONS?

REPORTABLE SPILL? (CHECK ONE) YES NO WAS A REGULATORY AGENCY CONTACTED: YES NO

AGENCY NAME (IF) NCDEQ NCDEQ REPORT# NCDEM NCDEM REPORT#

REGULATORY DRIVER

NRC NOTIFIED YES NO NRC INCIDENT NUMBER:

WHAT MEASURES WERE PUT IN PLACE TO PREVENT RECURRENCE?

ADDITIONAL INFORMATION OR COMMENTS

SPILL POC E-MAIL PHONE

